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**PROCEDURES FOR CONTROLLING AND REPORTING AGENCY STAFF EMPLOYEES IN-CASUALS  
AND OUT-CASUALS**

**A. IN-CASUALS (Returnees to U. S. on PCS)**

1. Eight months prior to returning to the U. S. on a permanent change of station, the returnee by completing the Field Reassignment Questionnaire, notifies the operating Headquarters Component, the Career Service Board and the Office of Personnel of the estimated date of arrival in the U. S.
2. Upon arrival of the returnee to the Headquarters, the Office of Personnel notifies the Controller on Form 37-200 (Test) that the returnee has actually arrived at Headquarters and that he has now been recorded as an "In-Casual" pending reassignment action to either a new Departmental position or another Field position. (Effective 16 June 1954).
3. At the end of each month the Office of Personnel prepares a list of all In-Casuals who, as of the end of the month, have not yet been reassigned to a new position, and transmits it to the appropriate major operating component for their action (This has been in effect since July 1954).
4. Effective 31 October 1954, the Assistant Director for Personnel, in addition to reporting the names of the casuals to the Major Components, will request the operating component to reply in writing as to the reasons for not having reassigned these In-Casuals who have been in that status 60 days or longer.

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If the reasons are inconsistent with the provisions of Regulation [REDACTED] or if in the opinion of the Assistant Director for Personnel, the reasons are in conflict with personnel management policies, the Assistant Director for Personnel will initiate action to assign the employee to an appropriate position.

B. OUT-CASUALS

1. When any employee is assigned to a position on a field station T/O but is actually in a formal training status, performing on-the-job desk training, or is otherwise detained temporarily from movement to his field station, the Assistant Director for Personnel issues an SF-52 personnel action assigning him to the field station T/O and simultaneously prepares Form 37-200 (Test) which designates him as an Out-Casual and serves to notify the Comptroller that the individual has been placed in an Out-Casual status pending his movement to the field. (Effective 16 June 1954).
2. At the end of each month the Assistant Director for Personnel compiles a roster of all Out-Casuals and transmits the list to the appropriate Major Components for their action. (This procedure has been in effect since July 1954).
3. Effective 31 October 54, the Assistant Director for Personnel, in addition to reporting the Out-Casuals to the Major Components, will indicate on the roster those persons who have been in an out-casual status for 60 days or more and request that the Component reply in writing as to the reasons why the individuals

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have not yet departed for their field assignments. If in the opinion of the Assistant Director for Personnel, the reasons for delay in departure do not justify continued Out-Casual status, the Assistant Director for Personnel will take steps to initiate action to assign the employee to an appropriate position.

- C. Monthly Personnel Statistical Reports reflecting the I/O assignment, the In-and Out-Casual Status, and the pay status of personnel will continue to be forwarded to DECI, the III, IMA, C/NS and Chief Budget Officer as of the end of each month.

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